

CONFIDENTIAL

Standard Form No. 75 February 1946		Approved For Release 2000/06/13 : CIA-RDP78-05551A000100070005-4		Agency position No. M 310	
UNITED STATES CIVIL SERVICE COMMISSION POSITION DESCRIPTION		3. Reason for submission: (a) If this position replaces another (i. e., a change of duties in an existing position), identify such position by title, allocation (service, series, grade), and position number In lieu of M-246 GS-5 (NW) (b) Other (specify)		5. C. S. C. certification No.	
				6. Date of certification Sep. 17, 1953	
8. CLASSIFICATION ACTION				7. Date received from C. S. C.	
ALLOCATION BY		CLASS TITLE OF POSITION		CLASS	
				Service	Series
a. Civil Service Commission					Grade
b. Department, agency, or establishment					
c. Bureau		Secretary (steno)		GS	318
d. Field office					6
e. Recommended by initiating office					
9. Organizational title or position (if any)				10. Name of employee (If vacancy, specify V-1, 2, 3, or 4)	
11. Department, agency, or establishment Central Intelligence Agency		e. Third subdivision			
a. First subdivision Office of Comptroller		d. Fourth subdivision			
b. Second subdivision Program Analysis Staff		e. Fifth subdivision		25X1A	
12. This is a complete and accurate description of the duties and responsibilities of my position		13. This is a complete and accurate description of the duties and responsibilities of this position			
(Signature of employee)		(Date)			
14. Certification by head of bureau, division, field office, or designated representative		15. Certification by department, agency, or establishment			
(Signature)		(Date)			
Title: Comptroller		Title: Chief, Program Analysis Staff		9/9/53	
16. Description of duties and responsibilities (See Guide to Position Classifiers, Employees, and Supervisors for the Preparation of Position Descriptions, Standard Form No. 75A)		Title: Chief, Classification & Wage Division			
<p>I. Organization Mission</p> <p>The Program Analysis Staff is responsible for furnishing advice to the Comptroller and top Agency Officials based on analyses and evaluations of major Agency operational and support programs. To meet this responsibility, the Staff plans and develops policies, procedures, standards, and techniques for the review and analysis of Agency programs, projects, financial activities, and reports; consolidates available data and presents comprehensive and analytical progress reports on the various organizational elements of the Agency; utilizes pertinent data, which the Staff has collected and analyzed, to assist top level officials of the Agency, who are engaged in program and/or project planning, in determining the advisability of undertaking such programs and/or projects; makes recommendations based on its findings for initiation, revision, amplification, or simplification of accounting, reporting, or other procedures; and functions generally as a source for analyses of financial statements and reports within the Office of the Comptroller.</p> <p>II. Job Summary</p> <p>As Secretary, GS-6, under supervision of Chief, Program Analysis Staff, on the basis of experience and training in secretarial duties and financial reporting, is</p>					

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If more space is required, use the other side and additional pages size 8 x 10 1/2

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held responsible for the efficient handling and/or supervision of office details for the Staff.

III. Nature and Variety of Duties

Serves as secretary to the Chief, Program Analysis Staff, with responsibilities for performing diversified secretarial duties, both of a general and confidential nature, requiring a degree of independent action, discretion, and judgement.

Takes and transcribes dictation involving correspondence, reports, and memoranda; also, as required, records and transcribes telephone conversations between the Chief, Program Analysis Staff, and other officials of the Agency.

Receives telephone calls and visitors to the Office, determines the nature of the business of such callers and refers them to the proper member of the Staff or, where practicable, disposes of the business at hand.

Arranges appointments, meetings, and conferences for the Chief, Program Analysis Staff, with officials of the Agency, and with officials of other agencies and departments relative to financial and program analysis.

Reviews outgoing memoranda, reports, etc., in order to assure the documents have been coordinated with other interested staffs and divisions of the Office of the Comptroller and for correctness of format, punctuation, etc.

Is responsible for the supervision and training of the clerk-typist, GS-4, assigned to the office; reviews work completed for accuracy, presentability, composition, and punctuation.

Receives, controls, screens, and dispatches mail and/or materials for the Staff, as well as maintains follow-up on reports, memoranda, etc., requiring action.

Composes memoranda and other types of routine correspondence for the signature of the Chief.

Is responsible for maintaining a diary of the activities of the Program Analysis Staff in order that the weekly activity report can be prepared, summarized, and submitted in an efficient manner.

Is responsible for establishing and maintaining appropriate files for the Program Analysis Staff.

Performs duties as assigned.

IV. Standard Factors

Supervision: Incumbent will be required to supervise one clerk-typist, GS-4, engaged primarily in typing statistical tables and financial reports and whose work must be performed promptly, accurately, and in a workmanlike manner.

Scope and Effect of Work: The duties performed by incumbent, although subject to review by the Chief, Program Analysis Staff, must be performed efficiently and promptly and with a high degree of accuracy.

Supervision and Guidance Received: Incumbent operates on assignments under the supervision of the Chief, Program Analysis Staff. Supervision will be on procedural or general problems to the extent necessary. Other sources of guidance available to incumbent include administrative regulations of the Agency.

Mental Demands: Incumbent must have initiative and be intimately familiar with correspondence and other manuals prescribed for use within the Agency and other publications required for the preparation of reports and financial statements.

Personal Work Contacts: Contacts will be maintained with Staff and Division personnel to the extent necessary to aid in the efficient completion of assignments.

V. Special Factors

None.

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VI. Job Requirements

Incumbent must possess experience and training in the secretarial field of financial reporting.

VII. Job Progression

Promotion and/or reassignment may be made from other positions within the Office of the Comptroller provided the candidate meets the requirements listed above.

VIII. Physical Demands

Of minor import.

IX. Distinguishing Features

~~None~~ This position is distinguished from lower-graded secretarial positions in that it assumes full responsibility for the efficient handling of office details and provides immediate secretarial service to the Chief of a component having a broad program responsibility. A similar position at a higher grade level provides secretarial service to the Chief of a component having responsibility for several broad programs.

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